



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 12

GP 3.16/3-2:11/12

June 15, 1990

Dear Depository Librarian:

The Library Programs Service (LPS) has been apprised by the U.S. Geological Survey (USGS) that one of its Water-Resources Investigations, Aquifer-test Analysis of the Upper Aquifer of the Potomac-Raritan-Magothy Aquifer System ... by Amleto A. Pucci and others, contained errors in calculations. This publication was distributed by LPS to depository libraries twice. The 1988 version, appearing on shipping list 89-0190-P dated March 30, 1989, contained the errors. The 1989 version, appearing on shipping list 90-0162-P dated March 14, 1990, is the corrected publication.

Descriptive information on the erroneous 1988 version:

Title: Aquifer-test Analysis of the Upper Aquifer of the Potomac-Raritan-Magothy Aquifer System, Union Beach Borough, Monmouth New Jersey

Shipping list number: 89-0190-P

Shipping list date: March 30, 1989

Item number: 0624-B

SuDoc number: I 19.42/4:88-4183

Descriptive information on the corrected 1989 version:

Title: Aquifer-test Analysis of the Upper Aquifer of the Potomac-Raritan-Magothy Aquifer System, Union Beach Borough, Monmouth New Jersey

Shipping list number: 90-0162-P

Shipping list date: March 14, 1990

Item number: 0624-B

SuDoc number: I 19.42/4:88-4183/989

I am requesting that you immediately withdraw the 1988 publication and destroy it by any means that will prevent disclosure of the erroneous contents. Both LPS and USGS regret any inconvenience resulting from the shipment of this faulty publication.

Sincerely,

DONALD E. FOSSEDAL
Superintendent of Documents

Alkaline Paper in Government Documents Publishing Depository Libraries to be Surveyed

Users of government information are demanding printed government materials on alkaline paper, as the threat of the self-destruction of books printed on acid paper

Approximately forty per cent of the paper used in GPO's contract printing is estimated to be alkaline.

becomes more immediate. In response to this interest, the House Committee on Appropriations has directed GPO to develop, in consultation with the Joint Committee on Printing (JCP), a plan to "identify the extent, source, and types of archival type printing matter produced in-house and acquired

commercially by [GPO], or other agencies. The plan should also include a strategy and schedule to convert this printing to alkaline paper."¹

Approximately fifty-seven percent of the paper purchased by GPO in fiscal year 1989 for in-house use and supplied to federal agencies was produced by alkaline processes. Approximately forty percent of the paper used in GPO's contract printing is estimated to be alkaline. This paper was priced competitively with acid paper and was purchased through GPO's normal paper procurement system. The implementation in 1989 of the Environmental Protection Agency's guidelines on recycled paper does not appear to have adversely affected GPO's ability to obtain adequate supplies of alkaline paper.

The JCP and GPO believe that alkaline paper is available in sufficient supply, and at competitive prices, to provide for increased printing of government documents designated as having enduring value. Many government publications apparently are already being printed on such paper. What is lacking at this time are operational mechanisms to identify those Government publications of enduring value that should be printed on alkaline paper, and to ensure that available alkaline paper stocks are matched with all printing that requires such paper.

Accordingly, the JCP and GPO have made a plan for fiscal years 1990 and 1991 to establish and monitor the effectiveness of such mechanisms.

Libraries served by the Depository Library Program will be surveyed.

The plan includes the following features:

1. Depository Library and Publishing Agency Survey

Libraries served by the Depository Library Program will be surveyed by GPO to determine which acquisitions currently being received in paper format are considered to be of enduring value, and thus candidates for alkaline paper use.

GPO, in consultation with the JCP, will coordinate the library survey results with agency publishers to provide for agency input, and to obtain information on any

additional publications regarded as having enduring value.

Subsequently, GPO will establish a mechanism to ensure that printing requisitions reviewed for inclusion in the Depository Library Program, which meet the requirements for enduring value established by the final survey results, include the appropriate requirement for alkaline paper. Such a requirement will involve the entire printing run of each designated publication.

The JCP will prepare and issue guidelines on the uses of alkaline and permanent papers.

2. JCP Guidelines

With GPO assistance, the JCP will prepare and issue guidelines on the uses of alkaline and permanent papers in the printing of Government publications designated as having enduring value. The guidelines, to be circulated by GPO's Customer Service Department to agency publishers, and by GPO's Library Programs Service to depository libraries, will be designed to inform and assist agency publishers, agency printing officers, and depository librarians. The guidelines will include definitions of alkaline paper and permanent paper, and will establish general qualifications for determining "enduring value."

3. Revised GPO Form 3868

GPO Form 3868, "Notification of Intent to Publish," will be revised to provide for a standard check-off space to indicate whether the publication is intended by the issuing agency to be of enduring value.

4. Revised SF-1

Standard Form 1, used by agencies to submit requisitions for printing by GPO, will be revised to include a standard check-off space for agencies to denote requisitions for publications with enduring value, and to select alkaline stocks for printing.

5. Paper Inventory and Job Planning Procedures

The JCP and GPO will review GPO in-plant paper inventory and job planning and scheduling procedures to ensure that alkaline paper stocks are matched to all printing jobs requiring such paper.

6. GPO Printing Contractors

Requirements for alkaline paper usage in publications with enduring value, where applicable, will be made part of GPO's contracts for procuring printing from private sector printers. Appropriate changes will be made to contracting specifications, and appropriate testing procedures will be developed by GPO's Quality Control and Technical Department to monitor contractor compliance with alkaline paper requirements.

7. Agency Notification

Customer agencies, including Congressional committees, will be notified by a GPO Circular Letter of the availability of alkaline stocks through GPO. Agencies will be informed of the option to specify such stocks on printing requisitions submitted for publications designated by the publishers as having enduring value.

8. Imprint.

The JCP and GPO will review the concept of an imprint to indicate whether Government publications have been printed on alkaline paper or permanent paper. The imprint would be useful to librarians in identifying materials suitable for long-term archival usage. The imprint will be provided only for identification purposes and will not constitute a guarantee of paper longevity, since longevity can be affected by many factors beyond GPO's control.

9. Supplies of Blank Paper to Federal Agencies

GPO will develop procedures to inform Federal agencies of the availability of alkaline paper through GPO, and to supply such paper, either directly or by direct mill shipments, to agencies.

10. JCP Paper Specifications

JCP and GPO will review all current and new JCP paper specifications for opportunities to incorporate requirements designed to ensure increased alkaline paper usage by the Government with minimal cost impact.

11. Control and Reporting Mechanisms

GPO will establish appropriate control and reporting mechanisms to monitor the implementation of these initiatives.

The implementation schedule is as follows:

1. As of May 1, 1990, all mills supplying paper to GPO will be required to provide GPO with information on whether the mills utilize alkaline or acid processes to produce the paper.
2. The JCP/GPO review of GPO's inventory and job planning and scheduling procedures will be initiated in fiscal year 1990, with changes resulting from the review to be implemented by fiscal year 1991.
3. Actions to initiate the survey of depository libraries and publishing agencies will be initiated in fiscal year 1990, with completion set for fiscal year 1991.

All initiatives are scheduled to be implemented by the end of fiscal year 1991.

4. The survey findings will provide the basis for establishing guidelines on "enduring value," which will be included in the JCP guidelines on paper longevity and the use of alkaline paper in Government printing. The guidelines are projected to be issued to depository libraries and agencies in fiscal year 1991.
5. The issuance of the JCP guidelines in fiscal year 1991 will be accompanied by the agency notification letter regarding the availability of alkaline stocks for Government printing.
6. Action to revise the SF-1, GPO Form 3868, and GPO contracting procedures, will be initiated in fiscal year 1990. These will not be implemented until the completion and issuance of the JCP guidelines and agency notification letter in fiscal year 1991.
7. Action to revise the procedures for supplying paper to agencies will be initiated in fiscal year 1990, with implementation projected for fiscal year 1991.
8. The concept of an imprint will be submitted to the JCP for review. The review of current and new paper specifications will be conducted on an on-going basis.
9. GPO will provide annual reports to Congress, concurrent with appropriations submissions, on alkaline paper usage in Government printing and on the status of the initiatives proposed in this plan. All initiatives are scheduled to be implemented by the end of fiscal year 1991.

¹ House Report No. 101-179 (July 26, 1989), accompanying H.R. 3014, the Legislative Branch Appropriations Bill, 1990, pp. 34-35.



Missing Periodicals Supplement Index to be Replaced

As reported in AN-v11-#10-5/15/90, the Library Programs Service (LPS) learned that the data from the 1989 Periodicals Supplement was inadvertently omitted from the Monthly Catalog 1989 Cumulative Index. This omission was the result of a computer processing error, and affected both the hard copy and microfiche versions of the index. The cumulative index set will not be reissued in its entirety for either subscribers or depository recipients. This decision is based on the substantial expense involved, and the anticipated issuance of the 1986-1990 five-year cumulative index in microfiche in 1991, a product which will supersede the 1989 annual cumulative index in most settings.

However, in order to rectify this problem for subscribers and other users of the Monthly Catalog, particularly those libraries in which the Periodicals Supplement index may have been discarded prior to binding the 1989 catalogs, LPS will reissue the 1989 Periodicals Supplement index in both paper and microfiche versions. This solution, which represents a useful compromise between the rights of users, the responsibilities of the publisher, and existing budgetary constraints, was recommended by the Depository Library Council to the Public Printer at the Spring 1990 meeting.

The Periodicals Supplement replacement index should be available for distribution to all Monthly Catalog recipients no later than September 1990. LPS will make every effort to hasten the production of the replacement index, and regrets any inconvenience which this situation may have caused to Monthly Catalog users.



National Wetlands Inventory Microfiche Delivered to LPS

[This article updates information which appeared in Administrative Notes, v. 10, #20, 9/29/89, p. 10]

The U.S. Fish and Wildlife Service has delivered nearly 1500 silver reproducible microfiche of the National Wetlands Inventory to the Library Programs Service (LPS) after a delay of nearly four years. LPS is using an existing microfiche contract to duplicate the diazos. Subsequently, the fiche will be shipped to selecting depository libraries under Item numbers 0611-W-01 through 53.

These agency-produced microfiche lack the SuDocs classification number in the eye-readable header. LPS staff, with the endorsement of the Cartographic Users Advisory Council, will assign the SuDocs number based on the following procedures:

1. The SuDocs stem for the microfiche is I 49.6/7-2:. After the colon, the two-letter U.S. Postal Service abbreviation for each state will be used. Then a "modified" U.S. Geological Survey (USGS) map reference code (MRC) will be added. The year will be added after these coordinates.
2. The MRC code for the USGS 1:100,000 scale quadrangle or the USGS 1:250,000 scale quadrangle will be used. (The name to the left of the parenthesis on the microfiche is the name of the quadrangle).
3. The letter/number code with the 1:100,000 scale quadrangle name will be added to the coordinate part of the code.
4. In order to determine the correct designation for the 1:100,000 or 1:250,000 quadrangle, the microfiche will be compared to these USGS publications: Index to

Topographic or Other Map Coverage or Catalog of Topographic and Other Published Maps. Information may also be obtained from the issuing agency .

Example:

A microfiche header reads as follows:

9/87	USFWS NATIONAL WETLANDS INVENTORY	1 OF 4
NCIC/EDC	PENSACOLA (PENSACOLA SW), AL	NW

The SuDocs number, assigned using the above procedures, is:

I 49.6/7-2:AL/30087-A 1/987

Other examples of the coordinates include the following:

Anchorage, Alaska	AK/61147-A 1
Chico, California	CA/39121-E 1
Crestview, Florida	FL/30086-E 1

LPS is pleased that this long-awaited microfiche will be distributed shortly.



Memorial to George Kosman

Donations Being Accepted for Gift to Documents Collection

The Government Documents Roundtable of Ohio is planning a memorial gift in honor of George Kosman in the form of several historical volumes to be placed in the documents collection of Case Western Reserve University Libraries, a collection George built in his 22 years at CWRU.

The Roundtable would welcome contributions from George's colleagues in the depository library community. If anyone wishes to contribute, please send checks payable to "Government Documents Roundtable of Ohio" to:

Nani Ball, Treasurer
Gardner-Harvey Library
Miami University - Middletown
4200 East University Blvd.
Middletown, OH 45042

[The foregoing was sent to Administrative Notes by the Government Documents Roundtable of Ohio -- Ed.]



NEWS



From the Public Printer

April 1990

Office Awards Four CD-ROM Software Contracts

As a part of GPO's continuing commitment to fill the information needs of the Federal Government, we have recently awarded four contracts for CD-ROM retrieval software. Each contract covers a period of up to 3 years and became effective this month. With four different software products now available to us, we should be able to meet most, if not all, of the increasing CD-ROM demands of the various agencies without having to acquire custom software.

The contracts have been awarded to: Executive Technology of Birmingham, AL; Knowledge Access of Mountain View, CA; Quantum Access Company of Bethesda, MD; and Reference Technology of Boulder, CO.

Depository Library Council Meets In Arizona

This month, I am looking forward to my first official trip representing GPO. I will be welcoming the members of the Depository Library Council, along with numerous attendees, to the Council's spring meeting in Scottsdale, AZ. As you know, it is the mandate of the Council to advise me on various aspects of the Depository Library Program. I have met with Council Chair Ridley Kessler and Chair-elect David Cobb and have been extremely impressed with both their knowledge of the program and their enthusiasm and commitment to serving the information needs of the American public.

Jenifer Retires

It was also my honor, on behalf of the entire GPO workforce, to present a plaque paying tribute to former Acting Public Printer Joseph E. Jenifer at his retirement dinner on April 20. Jenifer's career spans more than 35 years at GPO and represents the finest in civilian public service. The Nation as a whole, and our industry specifically, owes Joe a debt of gratitude.

Senate Holds 1991 Fiscal Year Hearings

On April 6, I appeared before the Subcommittee on Legislative Branch Appropriations of the Senate to present GPO's appropriations estimates for Fiscal Year 1991. For those programs requiring appropriations directly to GPO, we have requested \$112.8 million. The request consists of \$84.9 million for the Congressional Printing and Binding Appropriation and \$27.9 million for the Salaries and Expenses Appropriation of the Superintendent of Documents. This request represents an increase of approximately \$14.4 million, or about 15 percent, over the funds approved for Fiscal Year 1990. The increase is primarily to cover production costs, the 1991 bound Congressional Record, prior fiscal year obligations, and expenses for the printing and distribution of publications associated with the 1990 Decennial Census to depository and international exchange libraries.

I also told subcommittee members that I have had the opportunity to review the 1988 report of the Office of Technology Assessment, *Informing the Nation*. Progress in implementing the various recommendations contained in the report has been made, but much remains to be done. Given the pace of the Government's ongoing transition to electronic information technologies, GPO will continue to make a concerted effort to plan and prepare for its evolving role in Federal information dissemination. GPO will also continue with efforts to improve its current products and administrative services.

As many of you are aware, the OTA report called on Congress to revise the statutes governing the Federal Printing Program to address modern technological developments. In my view, Congress has answered that call in pending legislation to reauthorize the Paperwork Reduction Act, and in another bill to modernize the printing and distribution chapters of Title 44 of the U.S. Code. GPO will be working closely with the Committees responsible for these important efforts and I will keep you apprised of their status in the months ahead.

ROBERT W. HOUK
Public Printer

Recommendations, Depository Library Council

April 1990

RECOMMENDATION 1: The Depository Library Council laments the fact that it is addressing the issue of the "bound" Congressional Record once again. Let there be no misunderstanding that we believe the Congressional Record is a vital part of the American political system and a unique historical record and is worthy of being preserved for the future; therefore Council recommends to the Public Printer that he request authority from the appropriate Congressional Committees to convert to microfiche the "bound" edition of the Congressional Record, Volumes 129 to 131 (1983-1985) and Volumes 132-135 (1986-1989) as soon as possible.

Council further recommends that GPO maintain both the paper and microfiche versions of the "bound" Congressional Record until such time as the CD-ROM version has been produced and evaluated for its effectiveness as a replacement for one or both of these formats. Council continues to believe that it is essential that GPO provide paper copies of the "bound" Congressional Record for distribution to all Regional Depositories, both for current research and archival purposes, and appreciates the Public Printer's efforts to accomplish this objective.

RATIONALE: The users of the 850 Depository Libraries that have selected the microfiche format continue to have no copy of this important title for the years 1983-1985, and this situation seems likely to continue for many months until a CD-ROM version is completed, released and evaluated. In addition, as things currently stand, neither a paper nor a microfiche version will be produced for Depository Library distribution for the years 1986 and following.

RECOMMENDATION: 2 The Depository Library Council recommends that the GPO submit a proposal to the Supreme Court of the United States to become a subscriber to their new pilot project to disseminate electronic text of Supreme Court opinions.

RATIONALE: The Supreme Court is soliciting proposals from organizations in the "business of disseminating information" that will provide the "widest dissemination of the Court's opinions." Making this information available to the Depository Libraries electronically via GPO will assure broad public access to basic government information on an equitable basis to those participating libraries electing to download this data.

RECOMMENDATION 3: The Depository Library Council recommends that the GPO actively work with the Council in developing survey questions to be included in the next Biennial Survey of Depository Libraries to collect costs of housing and operating a Federal depository document collection.

RATIONALE: Cost information is a necessary component in the process of long range planning. One effort begun by the American Library Association provides a starting point which can be used by GPO and the Council in the planning process. These statistics will complement the ALA benchmark data and will assist in the establishment of realistic goals and objectives for the future.

RECOMMENDATION 4: The Depository Library Council requests that a report be prepared, and distributed to Council, that addresses the number and percentage of instances in which the claims were not filled due to insufficient copies.

RATIONALE: The data already provided by Library Programs Service and by individual Depositories indicate that an analysis of the data is needed to more fully understand the nature of the problem in order to identify appropriate corrective actions. The DLC was pleased by statement by LPS staff in the Open Forum that this data was easily available.

RECOMMENDATION 5: The Depository Library Council recommends that key documents relating to the management and inspection of Depository Libraries, such as the Manual, Inspection Report and the like, be made available to Council for review and comment prior to their publication.

RATIONALE: Such a review would assist GPO in anticipating potential problems with implementation of new procedures and policies.

RECOMMENDATION 6: The Depository Library Council recommends that the Public Printer request that the Joint Committee on Printing include the following additional information in updating the next edition of The Directory of U.S. Government Depository Libraries: FAX telephone number and E-Mail contact/address. If feasible, the percent of depository items selected should be noted in an appropriate style.

RATIONALE: This information will make the directory more useful and improve communications.

RECOMMENDATION 7: The Depository Library Council recommends that the Public Printer communicate to the Bureau of the Census the absolute necessity for 1990 Census block-numbered maps for Metropolitan Statistical Areas (MSAs), as a minimum, to accompany the 1990 Census data. The Depository Library Community will be unable to provide satisfactory research services, including economic development, planning and the like, without this essential spatial data. We further urge that technical innovations be investigated (i.e. CD-ROM) to provide these maps in a convenient and useable format.

RECOMMENDATION 8: The Depository Library Council recommends to the Public Printer that the Library Programs Service conduct a review of the results of the shared cataloging portion of the DOE Pilot Project. This review should result in recommendations to Council on the potential for use of the COSATI records by the Government Printing Office as a basis for creating MARC records. Such a review should include both Depository Libraries participating in the Pilot Project and other Depository Libraries who use the cataloging information developed by the participating libraries.

RATIONALE: Since the 18,000 DOE documents that are provided to the Depository Library Program each year are not currently cataloged, it is important to evaluate the potential for conversion of the COSATI records to see if they can be used to facilitate GPO's cataloging of this material.

RECOMMENDATION 9: The Depository Library Council recommends to the Public Printer that the Library Programs Service proceed with the abridged cataloging proposal for technical reports and non-depository publications. The abridged record should include the technical report numbers (fields 027 and 088) when available. The Council further recommends that GPO remain flexible in their implementation of abridged cataloging for the non-depository publications, taking into consideration any unique fields necessary to provide adequate access to these materials in an on-line catalog.

RATIONALE: While Council recognizes the desirability of full cataloging for these materials, it concurs with GPO in the necessity to clear the cataloging backlog that presently exists.

RECOMMENDATION 10: The Depository Library Council is deeply concerned about the numerous agency-produced CD-ROM products that are unavailable through the Depository Library Program and, therefore, recommends to the Public Printer that Library Programs Service should develop a list of these fugitive CD-ROMs for publication in Administrative Notes and, in addition, that GPO should more aggressively pursue these products for inclusion in the Depository Library Program.

RECOMMENDATION 11: The Depository Library Council recommends to the Public Printer that the GPO embrace the principles of the new "Guidelines for the Provision of Government Publications for Depository Library Distribution" and urges GPO to disseminate this document to the appropriate agencies.

RECOMMENDATION 12: The Depository Library Council recommends to the Public Printer that GPO reprint and distribute the index to the 1989 Periodical Supplement to the Monthly Catalog of United States Government Publications.

RATIONALE: The GPO did not include the indexing for the Supplement in the 1989 cumulative indexes. By the time notification reached the libraries, some had already discarded the monthly and semi-annual indexes on the assumption that it was included in the cumulative index. To provide a replacement for the discarded indexes would give the paid subscribers and Depository Libraries the ability to provide access to the periodicals issued in 1989. It is standard practice for publishers who make a printing error of this severity to replace the defective product or offer some appropriate alternative to compensate the recipients.

RECOMMENDATION 13: The Depository Library Council recommends to the Public Printer that the Library Programs Service investigate the costs and feasibility for implementing and maintaining an Electronic Bulletin Board (EBB) communication service. It is requested that the findings of this investigation be fully reported to Council at the October 1990 meeting.

RATIONALE: An Electronic Bulletin Board service will result in the following benefits:

- timely notice to Depository Libraries of urgent information, such as computer virus, cataloging/classification and publication alerts;
- reduction in costs, labor and miscommunication by replacing multiple telephone calls and/or mailings with one bulletin board message;
- provision of computer files, such as shipping list information or electronic court opinions; and
- assurance that messages are received promptly and at the convenience of the recipient.

RECOMMENDATION 14: The Depository Library Council recommends to the Public Printer that GPO join a universal access electronic mail service, such as Internet, to enable Depository Libraries which presently have or wish to obtain electronic mail (E-mail) capability to communicate interactively with one another and GPO.

RATIONALE: Increased interactive electronic communication among the Depository Libraries and between GPO and the Depositories will have the following benefits:

- reduces time lag for responses to inquiries;
- alleviates problems associated with time zone differences; and
- promotes more frequent communication, thus reducing problems by providing a mechanism to react quickly.

RECOMMENDATION 15: The Depository Library Council continues to be concerned with the preservation of the master copies of all CD-ROM disks distributed through the Depository Library Program. Therefore, Council recommends to the Public Printer that GPO study the feasibility of obtaining the masters for future CD-ROMS and capability of the National Archives and Records Administration (NARA) to house them to meet archival standards.

RATIONALE: As with paper and microfiche formats, the Depository Library Council is concerned with archival preservation of government information in electronic formats. Storage of a duplicate CD-ROM disk is not adequate to ensure that data could be replicated or transferred to other media.

RECOMMENDATION 16: The Depository Library Council supports the efforts of the Public Printer and the Joint Committee on Printing to ensure that the Library of Congress publications are distributed through the Depository Library Program. Council recommends that the Public Printer inform the Librarian of Congress about the deep concern of the Depository Community regarding the necessity for including LC publications in the Depository Library Program. Council further requests that the Joint Committee on Printing determine if the Library of Congress is in compliance with the provisions of Title 44 and, if they are not, to inform the Librarian of Congress.

RATIONALE: As a Congressional agency, the Library of Congress should be urged to participate in a joint distribution effort for LC publications. The Depository Library Program is a Congressionally mandated program and is the appropriate vehicle to make these government publications widely available to users.

The Depository Library Council will develop a long range strategic plan for the Depository Library Program to enhance the effectiveness and ensure the continued success of the Depository Library Program in the 21st Century.

The Council will undertake an assessment of the current organizational structure and operation of the Depository Library Program and present recommendations for consideration of the Public Printer.

To accomplish these objectives, Council has formed a subcommittee of the following members: Janet Fisher (Chair), Prue Adler, David Cobb, Bob Dugan, Sally Holterhoff, Chris Kitchens, Sioux Plummer, Judy Russell, and B.J. Schwartz. Additional input will be sought from GPO staff and members of the Depository Library Community will be solicited and encouraged.

Submitted by Judith Russell
Secretary

Depository Library Council to the Public Printer



Spring Into A

Depository

Library!

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The Editor, *Administrative Notes*
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